

## **COUNCIL AGENDA DEADLINES**

1. Requests for items to be placed on the agenda must be submitted to the Clerk of Council on the second and fourth Mondays. The second Monday items are for the second meeting of the month. The fourth Monday items are for the first meeting of the next month. Items are due by 12 noon.
2. An agenda draft will be prepared based on the requests received on the second and fourth Mondays. All completed agenda information with agenda review forms and necessary background information is due to the Clerk by 12 noon on the second and fourth Fridays of the month.
3. The City Manager or designated Assistant City Manager review of the agenda packet with completed information will be done on the first Monday for the first meeting of the month; and on the third Monday for the second meeting of the month.
4. The agenda is printed and delivered to Council and staff by 4:00 p.m. on the Friday preceding the week of the Council meeting.
5. Press packets are ready 8:00 a.m. the Monday preceding the Wednesday Council meeting.
6. The agenda is placed on the Answerline, the Intranet, the LanServer located in the City Manager's Office by 4:30 p.m. the Friday preceding the week of the Council meeting.
7. Departments that do not have access to any of the above may pick up agendas from the Clerk's Office, 8<sup>th</sup> Floor, City Hall; or notify the Clerk's Office and agendas will be mailed through interoffice mail.
8. Items for agendas may be submitted at the Executive Management Team meetings during the announcement period as well.

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**PLEASE SEE "AGENDA INSTRUCTION BOOKLET" ON THE INTRANET UNDER HAMPTON PUBLICATIONS, CITY COUNCIL DOCUMENTS" FOR A COMPLETE COPY OF *GUIDELINES FOR PREPARATION AND DISTRIBUTION OF AGENDA PACKETS FOR THE HAMPTON CITY COUNCIL.***

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**PLEASE SEE 1999 HAMPTON CITY COUNCIL CALENDAR FOR MONTHLY DEADLINES.**